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Personnel



AETC TORCH LIGHT INTERN PROGRAM

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This instruction implements AFPD 36-21, *Utilization and Classification of Air Force Military Personnel*. It provides purpose, general concept, eligibility criteria, selection procedures, placement and reporting requirements for participation in the HQ AETC Torch Light Intern Program, and outlines and establishes policy, procedures, areas of responsibilities, and an events timeline for all AETC squadron commanders' panels. It applies to all personnel involved with nominations, the panel selection panel process, placement of interns, program goals and objectives, selection, and protocol. It applies to all personnel who manage, administer, operate, or support the program, all officers assigned to the program, and all agencies that nominate or select officers for the program. Ensure all records created as a result of processes prescribed in this publication are maintained in accordance with AFMAN 37-123, *Management of Records*, and disposed of in accordance with the Air Force Records Disposition Schedule (RDS) (available at <https://webrims.amc.af.mil>). This publication does not apply to the Air National Guard (ANG) or Air Force Reserve Command (AFRC). Attachment 1 contains a glossary of references and supporting information.

1. Purpose. The AETC Torch Light Intern Program is a 2-year training program designed to develop young officers' understanding of air and space power, and to broaden their perspectives through personal observation of senior AETC leaders as they make strategy and policy decisions. This program directly supports the Chief of Staff of the Air Force's vision of force development by giving our tactical level leaders a wider perspective of the AETC mission while serving in a developmental assignment. This program provides professional broadening for AETC's rated and nonrated force, and manning assistance to AETC's wings and directorates, 2d Air Force (2 AF) and 19th Air Force (19 AF) while adhering to the Air Force officer professional development philosophy.

2. General Concept:

2.1. This program is a 2-year tour limited to 16 of the best and brightest captains currently assigned to AETC. Proposed distribution of the 16 officers is: 8 to HQ AETC, 4 to 19 AF and 4 to 2 AF. Actual numbers of assigned interns will vary depending on class size.

2.2. The Numbered Air Force (NAF) commanders and/or directors will use the interns as permanently assigned resources in a variety of positions, and will establish officer performance reporting procedures in accordance with AFI 36-2406, *Officer and Enlisted Evaluations Systems*.

2.3. AETC/CV will appoint a general officer (GO) mentor for each Torch Light class.

3. Eligibility Criteria:

3.1. Captains with 4-8 years Total Active Federal Military Service Date (TAFMSD) must be assigned to an AETC unit and have between 18-24 months time-on-station (TOS) by 30 June of the year in which the internship begins. The 18-24 months TOS requirement is not as critical for nonrated operations and/or support officer candidates as it is for rated officer candidates.

3.2. HQ AETC/DPAOD will screen candidates for eligibility prior to panel. HQ AETC/DPA will take into account projected vacancies and total numbers and/or types of officers applying, and should coordinate with AFPC during the screening process to determine if candidates are also applying for other special programs such as the Air Force Intern Program.

4. Nomination Procedures:

4.1. Candidates may be submitted by AETC wing commanders or group commanders (or civilian equivalents). Candidates should be consolidated and submitted as one package per commander. Commanders or equivalents can submit up to two pilots, one navigator and two nonrated operations and/or support officers per wing or group. AETC bases with no flying mission can submit up to five nonrated operations/support officers.

4.2. Forward nomination packages to HQ AETC/DPAOD, 1850 First Street West, Suite 1, Randolph AFB TX 78150-4308, in accordance with the timeline provided in paragraph 7. Failure to submit nominations by the published suspense date will be presumed as a negative input.

4.3. Nomination packages will consist of:

4.3.1. AF Form 10A, **Personnel Information File, Record of Performance, Officer Command Selection Record Group (Folder)**.

4.3.2. A nomination letter in memorandum format. This will be prepared on each candidate by the wing or group commander. Include the following information in the nomination and forward to HQ AETC/DP:

4.3.2.1. Grade and name.

4.3.2.2. Social security number (SSN).

4.3.2.3. Current duty title, duty Air Force specialty code (DAFSC), effective date.

4.3.2.4. Short statement, to include any achievements since the last officer performance report (OPR) or training report. Officers should understand they are volunteering to work at HQ AETC, 19 AF, or 2 AF staffs.

4.3.3. A complete copy of the command record group, to include training reports on each nominee. These performance reports are filed in Section II of the nominee's panel record.

4.3.4. Copy of AF IMT 942, **Record of Evaluation**. This document will be utilized after the selection panel to assist placing rated interns in API-8 billets.

5. Selection Procedures:

5.1. Selection panel:

5.1.1. HQ AETC/DPA is the office of primary responsibility (OPR) for all AETC Torch Light selection panels.

5.1.2. HQ AETC/DPAOD is responsible for announcing the panel, processing nominations, administering the panel, and announcing candidates. HQ AETC/DPAOD is also responsible for obtaining missing reports and/or training reports, and for destroying duplicate records at the conclusion of the panel.

5.1.3. All AETC Torch Light selection panels will convene in the HQ AETC/DP conference room (building 903). If the conference room is not available, HQ AETC/DPAOD will identify an alternate location on Randolph AFB with the panel president's approval.

5.1.4. HQ AETC/DP, or a designated representative (colonel/colonel select), will serve as panel president on behalf of the AETC/CC. The panel will meet once a year, typically in the October/November timeframe.

5.1.4.1. Other panel members include two officers (colonels or colonel selects) from the HQ AETC staff.

5.1.4.2. Other organizations may be added to the panel, or identified as nonvoting technical advisors, when approved by HQ AETC/DP. Requests should be submitted through the Assignments Division (HQ AETC/DPA).

5.2. The panel will review the officer command selection record group computerized brief and the nomination letter on each nominee.

5.3. Scoring:

5.3.1. HQ AETC/DPAOD will provide covers and score sheets on all nominees to ensure each panel member has an opportunity to review and score each record.

5.3.2. Scoring will be based on a scale from 6.0 to 10.0 in half-point increments.

5.3.3. Panel members will review all records presented to the panel.

5.3.4. In the event panel members' ratings result in a split score that impacts candidate selection, the panel members responsible for the scores will rescore the record to resolve the split. The panel president will determine split criteria.

5.3.5. Panel members will develop a rank order of merit on all intern candidates based on total scoring.

5.3.6. HQ AETC/DPA will evaluate results, taking into account all candidates' Air Force specialty codes (AFSC), projected openings, rated entitlements, and designate interns. Two alternates also are identified. HQ AETC/DPA will then staff package to AETC/CC for final approval.

6. Disclosure of Panel Proceedings, Findings, or Results. The score given any particular record is privileged information and may not be disclosed. There is no prohibition of disclosing information on the overall numbers considered, the manner in which the panel was organized, the general procedures followed, or the number and grade of its membership. Panel results may not be released until after AETC/CC has approved and released the corresponding panel candidate message.

7. Timeline:

7.1. HQ AETC/DPAOD will confirm the panel location 90 days prior to the panel convening and release an AETC-wide message announcing the panel and applicable suspense dates.

7.2. The suspense date for nominations will be 30 days prior to the panel. Nominations must be complete as defined in paragraph 4, and received by the established suspense date.

7.3. Prior to the panel, HQ AETC/DPA will brief process to panel members.

7.4. Panel results are confirmed by the panel president, then approved and released by AETC/CC.

8. Hiring Intern Placement Process, Duty Title, and Tour Length:

8.1. HQ AETC/DPA is the office of primary responsibility for placing interns. Interns will be placed during the summer cycle with a 30 June return no later than date (RNLTD). All interns' duty title will be AETC Intern.

8.2. Interns should be placed in valid unencumbered captain (O-3) or major (O-4) positions. HQ AETC/DPA will work with AFPC, respective directorate, and NAF level hiring authorities to place interns.

8.3. Rated interns should be placed in API-8 billets to the maximum extent possible to enable them to continue accruing gate time. Interns count against rated entitlements.

8.4. All interns will be placed on a 2-year maximum tour. Tour length is firm, as the intent of the program is to return interns to their core war fighting skill upon completion of internship.

9. Professional Development. Torch Light has four facets for professional development: HQ AETC orientation; quarterly leadership sessions with mentors; air and space power history lectures, and official functions.

9.1. HQ AETC/DPX is the OPR for all AETC Torch Light leadership sessions and orientation trips. Program manager will serve as HQ AETC/DP's focal point for the program.

9.2. Orientation:

9.2.1. All interns will attend a week-long orientation course at Randolph AFB within 2 weeks of their report dates. Course will present an overview of the AETC mission and staff, to include 19 AF and 2 AF, and provide action officer-level training.

9.2.2. The Personnel Plans Division, HQ AETC/DPX, will be the office of primary responsibility for scheduling and conducting Torch Light orientation courses.

9.2.3. The class senior ranking officer (SRO) will be appointed the class leader and given roles and responsibilities.

9.3. The entire intern class will meet quarterly for leadership sessions, to include AETC base orientation trips.

9.3.1. When possible, the appointed GO mentor for each intern class should accompany interns on activities.

9.3.2. Mentoring and/or leadership sessions should include history of air and space power lessons/briefings. HQ AETC/HO can assist with sourcing guest lecturers for temporary duty (TDY) travel for the program. TDY will be paid out of intern program funds managed by HQ AETC/DP.

9.4. Interns should have a good understanding of the full spectrum of training in the "First Command." Recommend AETC base orientation trips to Lackland AFB TX and Sheppard AFB TX to observe technical training, and Laughlin AFB TX to observe flying training.

9.5. HQ AETC/DPX will appoint an action officer to act as the intern program manager.

9.5.1. The program manager will oversee the TDY account that supports Torch Light activities. Intern participants' TDYs will be unit-funded until an account is permanently established. Orders will be produced by the intern's assigned organization with coordination and approval by the program manager using program funds.

9.5.2. Program manager responsibilities include developing a schedule of activities for the intern class, to include a contact list.

9.5.3. Coordinate all invited guest speakers/lecturers through the program manager using program funds.

10. Roles and Responsibilities:

10.1. The intern class leader will:

10.1.1. Serve as the primary liaison between the intern class, HQ AETC/DPA and HQ AETC/DPX program manager.

10.1.2. Ensure the class establishes a formal organizational structure.

10.1.3. Ensure class activities meet the training and professional development objectives of the program.

10.1.4. Provide the program manager with a quarterly report of previous class activities and a quarterly plan of future activities.

10.1.5. Maintain continuity books for use by future classes.

10.1.6. Collect feedback and end-of-tour reports from the class, and present them to HQ AETC/DPA and HQ AETC/DPX.

10.1.7. Maintain an official class recall roster, and send updates, as required, to HQ AETC/DPA and HQ AETC/DPX.

10.1.8. Act as class coordinator for all leadership sessions and/or orientation trips.

10.1.9. Be responsible for setting up any briefings, group transportation, and lodging requirements.

10.2. The intern class will:

10.2.1. Complete all training and professional development requirements.

10.2.2. Request formal feedback to clarify supervisor expectations as necessary.

10.2.3. Sponsor the incoming class of interns. Work with HQ AETC/DPA and HQ AETC/DPX on inprocessing the new class.

10.2.4. Submit feedback and end-of-tour reports on their AETC Torch Light experience. HQ AETC/DP and the sponsoring wings, directorates, and NAF will use the reports to evaluate and improve the program.

10.2.5. Maintain continuity books as needed for use by future classes.

10.2.6. Maintain a high level of integrity in complying with the intent of the program.

11. Forms/IMTs Adopted. AF Form 10A and AF IMT 942.

WILLIAM M. HUDSON, Colonel, USAF
Director of Personnel

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

AFPD 36-21, *Utilization and Classification of Air Force Military Personnel*

AFI 36-2406, *Officer and Enlisted Evaluations Systems*

AFMAN 37-123, *Management of Records*

Abbreviations and Acronyms

AETC—Air Education and Training Command

ACSC—Air Command and Staff College

AF—Air Force

AFB—Air Force base

AFSC—Air Force specialty code

GO—general officer

DAFSC—duty Air Force specialty code

DEROS—date eligible to return from overseas

MAJCOM—major command

NAF—Numbered Air Force

RNLTD—report no later than date

RS—recruiting squadron

SSN—social security number

TAFMSD—Total Active Federal Military Service Date

TIG—time in grade

TOS—time on station

TRG—training group

TRS—training squadron

TRW—training wing